



Career Opportunity



About DRS

The [Department of Retirement Systems](#) is an umbrella organization responsible for administering eight public retirement systems and the Deferred Compensation Program for public employees in the state. DRS services directly affect over 400,000 members and participants, 142,000 retirees, and over 1,270 employers.

We employ more than 250 staff in areas such as: retirement services, information services, accounting and fiscal, and office/clerical support. We also employ management and supervisory professionals.

Our environment is dynamic, customer-focused and technologically savvy. We support a range of training and development opportunities, particularly those that prepare employees for career advancement and contribute to the quality of working life.

POSITION: Secretary Supervisor
LOCATION: Tumwater, Washington
OPENS: January 11, 2007
CLOSES: Open until filled*
RECRUITMENT #: DRS Secretary Supervisor NC1190/NB1491

*** Your prompt response is encouraged as initial review of application materials will begin January 22, 2007.**

In our Administrative Services Division (ASD), this senior level position is designated as the supervisor responsible for directing the office support activities for the Fiscal and Employer Support Services (ESS) units. This position will report to the Fiscal Manager and be responsible for the performance of administrative and secretarial support duties for the Fiscal Manager and other unit managers.

ESSENTIAL FUNCTIONS:

- Accurately compiles, reviews or analyzes a variety of data and information from various sources to complete monthly, quarterly and annual reports, including performance and routine staff correspondence.
- Provides customer service to Fiscal and ESS staff, the ASD Project Manager, employers, and others contacting the agency for needed information.
- Acts as the liaison with Facilities, Records and Imaging Manager for all necessary building maintenance and repairs at the PPE location.
- Tracks daily attendance, receives incoming telephone calls, and notifies managers of absences.
- Determines recruitment methods, screens applicants, conducts interviews, prepares and submits hiring recommendations to appointing authority.
- Recruits, trains, supervises, manages, motivates, coaches, mentors and evaluates staff.
- Set measurable work unit goals and ensures accountability.
- Effectively coordinates unit activities, services, staff resources, and schedules to ensure smooth operations and service delivery, including maintaining calendars, scheduling appointments and meetings, and coordinating meeting and recognition events.
- Keeps interested parties informed of progress and status and accepts responsibility for all aspects of unit performance.

Why work at DRS?

DRS is centrally located in Tumwater, part of the Olympia/Tumwater/Lacey tri-city area on the southernmost tip of Puget Sound. It is a community rich in history, culture and natural beauty, blending a thriving city that is home to the state capitol with a friendly, small town atmosphere.

At DRS, we offer:

A diverse, professional working environment;
Opportunities for training, growth and advancement;
Tuition reimbursement;
A comprehensive benefits package;
Membership in the Public Employees' Retirement System; and
Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

Desirable Qualifications

The successful incumbent for this position will possess:

- Two years of increasingly responsible administrative support and customer service experience;
- Experience supervising or leading office support staff;
- Advanced level skills in the Microsoft Office Suite of products (PowerPoint, Word, Excel, Outlook) and web publishing software.;

Additionally, the successful candidate will demonstrate through professional work experience strong development in the following competency areas:

Managing Workloads

Effectively organizes multiple assignments, sometimes of a complex nature or involving competing priorities, and remains acutely aware of timeframes.

Effectively handles competing priorities and urgent situations, making sound decisions within short timeframes and taking appropriate action to produce work products that are accurate, thorough, and on time.

Verbal and Written Communications

Effectively conveys ideas and information through the spoken word and in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.

Ability to document situations and services in a manner that is methodical and readily understood by others.

Coaching and Mentoring

Willingly takes part in and has genuine interest in developing the careers of others; counsels and guides others to use their talents to achieve their best; identifies potential in others and works closely to develop and implement that potential.

Actively partners with peers and employees to provide them with information, techniques, instruction, feedback and encouragement to maximize their success on the job.

Models success behaviors, high performance work ethic and constant self-improvement.

Planning

Develops plans and strategies that clearly identify the purpose, critical actions, priorities, timelines, scope, methodology, and expected outcomes.

Accurately assesses the resources necessary to carry out planned actions. Perceives the impact and implication of decisions made regarding resources, and monitors progress of plans that are implemented.

Coordinating and Organizing

Is an effective communications link and reliable source of information for others. Keeps interested parties informed of the status of events. Remains constantly aware of who needs to be informed of changes or new developments and ensures that they receive clear communications.

Accepts responsibility for all aspects of the coordination process, retaining full knowledge of what is being accomplished by those to whom the tasks are delegated

Analysis

Uses data and information in a clear and rational thought process to assess and understand issues, evaluate discrepancies, form accurate conclusions and correct errors.

Studies or reviews documents closely and grasps key facts in an array of data. Readily understands when key facts or information must be supplemented with additional or verifying information.

The desired candidate will also be willing and able to work 8 hours a day, Monday through Friday.

COMPENSATION:

\$2,530 to \$3,208 per month, depending on qualifications. The State of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; 11 paid holidays per year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

How To Apply

Interested applicants who meet the qualifications and competencies listed in this announcement are invited to apply for consideration by applying for this position using careers.wa.gov. Please include a letter of interest explaining how you meet the desirable qualifications of this position as well as the length of time you have performed these duties along with your application submission on careers.wa.gov. This recruitment can be found by searching for recruitment number *1190*.

All application materials will be screened to determine who will participate in the assessment and interview processes, which may include skills testing.

NOTE: As a condition of employment, the successful candidate accepting this position will be required to comply with the Union Security clause contained in the Collective Bargaining Agreement between the State of Washington and the Washington Public Employees Association.

The Washington State Department of Retirement Systems is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternate format, may call the Human Resources Office at (360) 664-7020 or TTY (360) 586-5460.



